

**POLICY COMMITTEE MEETING MINUTES
4000 WEST BROAD STREET
RICHMOND, VIRGINIA**

AUGUST 17, 2005, 6:00 p.m.

PRESENT: Charles S. Yates, Chairman, Richard E. Railey, Jr., Thomas A. Stroup and Sherry Smith Crumley, **Senior Staff:** Gary Martel, David Whitehurst, Ray Davis, Colonel W. Gerald Massengill, Virgil Kopf, Lynn Sikora, Bob Duncan, Charlie Sledd, Larry Harizanoff and John Moore

Chairman Yates called the meeting to order at 6:00 p.m. and Gary Martel distributed and summarized an update on the corrective action summary to the Internal Auditor's report. The Committee is on schedule to complete its work by the identified deadline. Many human resource policies have been developed, finalized (and provided to members), and a number of other policies are at the Department of Human Resource Management for review and editing as necessary (introduction to a salary administration plan, hiring policies regarding starting pay and competitive transfers, overtime for game wardens, etc.). Divisions are working to develop needed policies, and John Moore chairs the internal committee, which meets weekly, to identify and draft policies in the needed areas. The Committee hopes to have draft policies completed for staff review by the end of August.

The Committee requested Board members and Division Directors to recommend areas where policies are needed. Staff has also reviewed existing Board policies for needed revisions, i.e., the purchase and acquisition of lands by the agency and the need to establish, in policy, guidelines for the administration of the agency's various quota/lottery hunts.

The Committee briefly discussed the appropriateness for Board members participating in the Department's quota/lottery hunts. Staff felt that the opportunity should be open to everyone under the same rules as the general public.

David Whitehurst commented that the Board would handle its appropriate level of participation in the quota/lottery hunts via its governance procedures.

Discussion then focused on areas where policies are needed.

- Policies are seen as being needed in how the agency handles its responses to environmental reviews requested from other agencies, businesses and organizations,
- The Board needs a policy that defines that it is appropriate for the Department to comment on projects that involve threatened and endangered species, even when the position of the agency could be viewed as being controversial.

- A Board policy should be developed to state that it is the Board's intent that the agency will operate appropriately and according to state laws and procedures.
- A policy is needed on the Board's expectations for the director.
- Mr. Yates felt that the Board needs a policy that directs it to have a governance manual.
- Larry Harizanoff was requested to work with both committees to adopt governance policies addressing the Board and its appropriate level of interaction with staff.

Mr. Yates requested a table of contents on existing agency policies.

Chairman Crumley stated that it is the Board's intent to have its policy and governance manuals completed by December 31, 2005.

The Governance Committee plans to have a draft governance manual available for review by the end of September 2005.

Chairman Yates announced that the Policy Committee will not meet in September. Its next meeting will be October 26, 2005 beginning at 6:00 p.m.

As there was no further business, the meeting was adjourned by the Chairman at 6:45 p.m.

Respectfully submitted,

Belle Harding
Recording Secretary